

**INSTRUCTIONS FOR COMPLETING THE  
REQUEST FOR SIX-MONTH INVENTORY EXCEPTION  
(KY-FD-44)**

**PURPOSE:** To meet the requirements outlined in Section 250.14 (f) (2) of the Federal Regulations which require inventory levels not to exceed a six-month supply unless sufficient justification for additional inventory has been submitted and approved by the Department

**INSTRUCTIONS FOR COMPLETING THIS FORM:**

1. Enter the Name of the Recipient Agency making request.
2. Enter the County where the Recipient Agency is located.
3. Enter the Name of the School/Institution where excessive inventory is located.
4. Enter the Name of Commodity that is in excess of a six-month supply.
5. Enter all Pack Date(s) on this commodity.
6. Enter all Date(s) this commodity was received.
7. Enter the Total Number of Units on Hand at the time of this report.
8. Enter Number of Units used monthly.
9. Enter the anticipated date excessive inventory will be depleted.
10. Give detailed circumstances leading to the excessive inventory.
11. Give detailed reason for need of more than a six-month supply of this item.
12. Person completing the request must sign.
13. Enter date request was completed.

**PLEASE SUBMIT THIS REQUEST TO:**

KENTUCKY DEPARTMENT OF AGRICULTURE  
Division of Food Distribution  
100 Fair Oaks Lane, Suite 502  
Frankfort, KY 40601

**REQUEST FOR SIX MONTH INVENTORY EXCEPTION**

1. Name of SFA/INST: \_\_\_\_\_ 2. County: \_\_\_\_\_

3. School/Inst. Name				
4. Commodity				
5. Pack Date				
6. Receipt Date				
7. Total Amount On Hand				
8. Average Monthly Usage				
9. Anticipated Depletion Date				

10. Circumstances leading to excessive inventory: \_\_\_\_\_

\_\_\_\_\_

11. Reason for need of more than a six month supply: \_\_\_\_\_

\_\_\_\_\_

12. \_\_\_\_\_  
Signature of FSD/Institution Administrator

13. \_\_\_\_\_  
Date

**FOR STATE OFFICE USE ONLY**

Exception Request is \_\_\_\_\_ Approved  
\_\_\_\_\_ Disapproved (Recommend Corrective Action)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Regional Coordinator

\_\_\_\_\_  
Date